



# Georgia Department of Agriculture

Capitol Square • Atlanta, Georgia 30334-4201

Tommy Irvin  
Commissioner

GEORGIA DEPARTMENT OF AGRICULTURE

## POLICY

Policy: Phytosanitary Certificate Issuance	Effective Date: May 23, 2005
Approved By: <u>James D. Sutton</u> James D. Sutton, Ph.D. Assistant Commissioner, Plant Industry	Date: May 23, 2005

The purpose of this policy is to clarify the exporter (or shipper) responsibilities to facilitate the issuance of Federal and State Phytosanitary Certificates.

Phytosanitary Certificates are essentially permits for moving live plants (or plant products) from Georgia to another state or country. **Phytosanitary Certificates are not required by the Georgia Department of Agriculture for any plant material exported from Georgia.** The purpose of the Phytosanitary Certificate is to officially declare that the plants or plant products are apparently insect and/or disease free and meet the import requirements for legal entry into another state or foreign country. These permits are often required because there may be insects, diseases, or noxious plants that may occur in Georgia but not in other states or countries.

In addition to State Phytosanitary Certificates, the Plant Protection Division, has been authorized by the United States Department of Agriculture (USDA) to issue Federal Phytosanitary Certificates. Therefore, all Federal Phytosanitary Certificates must be issued in accordance to standardized USDA protocols and guidelines.

1. The fee for a Federal or State Phytosanitary Certificate is \$50.00 per certificate.
2. A completed "Application for Inspection and Certification of Plants and Plant Products for Export" (PPQ Form 572) must be submitted to the Atlanta Office or the Tifton Office at least 5-7 days prior to shipment. All completed PPQ Form 572s must be neatly printed or typed and signed as accurate. Should a faxed PPQ Form 572 be illegible, the sender will be notified but the application will not be processed until a legible copy is received. Included on the application must be the anticipated shipping date.
3. All plants or plant products to be exported must be available and ready for inspection when the Plant Protection Division Inspector arrives. Certificates will not be issued if only a portion of the plants or plant products are available for inspection. Treatments required for certification must be observed or verified by Georgia Department of Agriculture (GDA) personnel or the treatment cannot be listed on the Phytosanitary Certificate.

4. All samples required for certification of shipment (foliage samples, nematode assays, seed samples, etc.) must be collected by GDA personnel (or authorized federal seed inspectors).
5. If an Import Permit is required, a copy of the original permit AND a complete certified translation (if not already written in English) must be provided before the Federal Phytosanitary Certificate can be issued. The application will not be processed unless copies of both the original Import Permit and translation are legible.
6. The process of issuing Phytosanitary Certificates is very involved. If there is an error on the application, Import Permit or other documentation and the certificate has already been issued, a full \$50.00 fee will be charged to replace the original Phytosanitary Certificate issued.

The authorization to issue Federal Phytosanitary Certificates may be revoked at any time should the Plant Protection Division fail to abide by USDA protocols and guidelines. To ensure compliance and uniformity of Federal Phytosanitary Certificates issued by state departments of agriculture, each certificate issued by the Plant Protection Division is reviewed by a USDA official for accuracy and compliance.

Be advised that the import requirements of any state or foreign country may periodically change without advance notice given. When these changes occur, additional restrictions and/or treatments may be necessary which could delay the export of plants or plant products. Any failure to meet all requirements of any state or foreign country could further delay and, in some cases, result in the destruction of shipments by the receiving state or country.

### **Atlanta Office**

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### **Tifton Office**

Plant Protection Division  
2321 Rainwater Rd.  
Tifton, GA 31794  
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Barry Smith, Agriculture Manager  
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## **Exporter (or Shipper) Responsibilities Related to the Export Certification of Plants and Plant Products**

The following exporter responsibilities are as stated in USDA-APHIS-PPQ's Export Certification Manual (ECM), 04/2002-01 Edition<sup>1</sup>. The exporter responsibilities have been excerpted from the ECM for the purpose of providing them to exporters for their information and knowledge.

Exporters are responsible for:

- 1.** Applying for the inspection and certification of each shipment that they want certified. Certificates can be issued at the point of origin, at a port where the shipment will transit, or at the actual port of export. The application must be in writing and received far enough in advance of the shipping or loading dates to provide for sampling and inspecting. PPQ Form 572 is the Application for Inspection and Certification of Domestic Plants and Plant Products for Export. These forms can be requested from the nearest PPQ office.

Exporters must be aware of the time limits foreign countries impose for the period between inspection or date of issue and shipping date. Specific time limits are in export summaries. If a time limit is not specified, then the general time limit between inspection or date of issue is not more than 30 days before export, unless the export summary states it differently.

- 2.** Making the shipment available for inspection. Shipments cannot be inspected on board aircraft or ships, or in the holds of vessels. The plants or plant products must be accessible to the Authorized Certification Official (ACO) so that the official can verify and inspect the material described on the application or certificate. In addition, dock papers or other shipping documents should be marked or stamped to prevent the shipment from being loaded before the inspection is conducted. The exporter is further responsible for providing the labor to open and close packages for inspection and for providing adequate facilities to perform the inspection. Such facilities include supplies, equipment, and proper lighting required for an efficient inspection before certification.
- 3.** Providing official documents stating import requirements, if they differ from those in the receiving country's export summary. Official documents may be import permits, special authorizations, or recent correspondence from the plant protection service of the foreign country, which takes precedence over the information contained in the export summary. Exporters

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<sup>1</sup> Added to this excerpt are the mention of the time lines between inspection or date of issue and shipping date (page 2-4-7), the guidelines about the exporter's responsibility to present import requirements that differ from those in an export summary (page 2-3-2) and to present translations of import permits that are certified in writing as an accurate translation (page 2-3-4), if applicable, and the guidelines about letters of credit (page 2-3-2 and 3-1-10).

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are responsible for any needed translations of an official document. The translation must be certified in writing as an accurate translation before the ACO can accept it.

Exporters frequently present letters of credit from their contacts in the foreign country to indicate that plant quarantine regulations have been changed. Letters of credit are strictly fiduciary documents. For the purposes of phytosanitary certification, letters of credit cannot be considered official notifications of changes or exceptions to plant quarantine regulations, which must come from the plant protection services of foreign countries.

4. Providing for any required treatments, reconditioning, or other actions to meet the import requirements of the foreign country.
5. Export only those plants or plant products that have been properly inspected and certified.
6. Safeguard the certified shipment from infestation between the date the shipment was certified and the actual shipping date.
7. Comply with U.S. export control regulations. Although no special license is required to engage in export trade, the Federal Government controls the exportation of U.S. goods to all foreign countries. The Department of Commerce is the authority for licensing most items for export. Other Federal agencies such as the Agricultural Marketing Service (AMS) and the Federal Grain Inspection Service (FGIS) handle the certification for specific products.

For further information, exporters should contact the Office of Export Control, Bureau of International Commerce, Department of Commerce, Washington, DC 20230.

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No Phytosanitary Export Certificate can be issued until an application is completed (7 CFR 353).

FORM APPROVED OMB NO. 0579-0052

According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0579-0052. The time required to complete this information collection is estimated to average .25 minutes/hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

U.S. DEPARTMENT OF AGRICULTURE ANIMAL AND PLANT HEALTH INSPECTION SERVICE PLANT PROTECTION AND QUARANTINE		INSTRUCTIONS: <b>APPLICANT</b> - Forward original to the Officer in Charge where inspections, treatment, and certification will be given (Item 4). Complete items 1 thru 11. <b>OFFICER</b> - Complete items 12 thru 17.	
1. NAME AND ADDRESS OF EXPORTER		3. NAME AND ADDRESS OF APPLICANT <i>(or exporters agent)</i>	
		AREA CODE AND PHONE NO.	
2. NAME AND ADDRESS OF FOREIGN CONSIGNEE		4. PLACE WHERE ARTICLES WILL BE MADE AVAILABLE FOR INSPECTION AND/OR TREATMENT AND CERTIFICATION <i>(Port and location)</i>	
		5. APPROX. DATE OF DEPARTURE	6. PORT OF EXPORT
7. DESCRIPTION OF ARTICLES TO BE CERTIFIED			
a.	QUANTITY AND NAME OF PRODUCE AND BOTANICAL NAME		
b.	NUMBER AND DESCRIPTION OF PACKAGES		
c.	DISTINGUISHING MARKS		
d.	CERTIFIED ORIGIN		
8. DECLARED MEANS OF CONVEYANCE		<i>I certify that the origin (place where grown) of the articles listed is as represented.</i>	
9. DECLARED POINT OF ENTRY		10. SIGNATURE <i>(applicant or exporters agents)</i>	11. DATE
EXPORT INSPECTION DATA - <i>(To be filled in by Plant Protection and Quarantine Officer)</i>			
12. LOCATION OF ARTICLES		13. % OF MATERIALS EXAMINED	14. % OF MATERIALS INFESTED
15. FINDINGS AND/OR TREATMENT GIVEN <i>(Use reverse if necessary)</i>			
16. SIGNATURE			17. DATE AND TIME INSPECTED

## INSTRUCTIONS FOR COMPLETING AND FILING

Application for Inspection and Certification of Domestic Plant and Plant Products for Export,  
(PPQ Form 572) (DEC 1999)

To Be Completed By Exporter Or Exporters Official Representative:

- Block 1. **Name and Address of Exporter:** Enter the complete name and mailing address of the exporter of record. Exporter's address must be in the United States or a U.S. territory or commonwealth, which includes American Samoa, Guam, Northern Mariana Islands, Puerto Rico, and U.S. Virgin Islands.
- Block 2. **Name And Address Of Foreign Consignee:** Enter the complete name and physical address of the ultimate consignee of record. The country listed in this block must be the same country as that listed in Block 9: Declared Point of Entry.
- Block 3. **Name And Address Of Applicant (Or Exporter's Agent):** Enter the complete name, mailing address, and phone number of the applicant or the exporter's agent. Only U.S. addresses will be accepted. If this is the same as Block 1 state "same as Block 1".
- Block 4. **Place Where Articles Will Be Made Available For Inspection And/OR Treatment And Certification (Port And Location):** Enter the complete address where the shipment will be available for inspection and/or treatment.
- Block 5. **Approx. Date Of Departure:** Enter the expected date of departure from the United States.
- Block 6. **Port Of Departure:** Enter the port the shipment will be exported from.
- Block 7. **Description Of Articles To Be Certified**
- a. **Quantity and Name of Produce and Botanical Name:** Enter the quantity, common name and scientific name for each commodity. It is the exporter's responsibility to enter the scientific name for all commodities. Indicate the intended end use of the commodity, e.g. animal feed, consumption, processing, etc.
  - b. **Number and Description of Packages:** Enter the number and types of shipping containers.
  - c. **Distinguishing Marks:** Enter the markings exactly as they appear on the containers, cartons, bags, bales, boxes, products, truck licenses, or railway cars. If there are no distinguishing marks, enter "NONE".
  - d. **Certified Origin:** Enter where the product was grown or cultivated by State, county, district, or other geographical or political subdivision as necessary by the phytosanitary regulations of the importing country. Documentation supporting origin of commodity may be required.

**Cont'd INSTRUCTIONS FOR COMPLETING AND FILING**  
**Application for Inspection and Certification of Domestic Plant and Plant Products for Export,**  
**(PPQ Form 572) (DEC 1999)**

- Block 8.     **Declared Means Of Conveyance:** Enter the name of the airline or name of the vessel. If the means of conveyance is unknown, enter, as appropriate, "airfreight", "ocean vessel", "railroad", or "truck line". For rail or truck shipments to Canada or Mexico, enter the name of the railroad or truck line, if known. For mail shipments, enter "air mail", "surface mail", "express mail", or the carrier name.
- Block 9.     **Declared Point Of Entry:** Enter the point (s) of entry. Enter "unknown" if the specific point of entry is unknown.
- Block 10.    **Signature** (applicant or exporter's agent): By signing the application the applicant attests that " I certify that the origin (place where grown) of the articles listed is as represented."
- Block 11.    **Date:** Enter the date the application is signed.

EXPORT INSPECTION DATA: This section of PPQ 572 will be filled in by Plant Protection and Quarantine Officer.